King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.03.027, **Maintenance of Personnel Records**	Approved By:	Director Allen Nance
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Purpose
Per Washington Administrative Code (WAC) 357-22, the department shall develop a policy and procedures pertaining to the retention and confidentiality of personnel records.

Policy
Personnel records of DAJD employees will be maintained and disclosed in accordance with state and federal laws.

References

WAC:	357-224
RCW:	40.14.070
	42.56
Department policy:	1.03.008, Code of Conduct
Department form:	Release of Information or Waiver

A. Access to Personnel Records

1. Personnel records of DAJD employees shall remain secured at all times in order to prevent unauthorized access.
2. The following individuals shall have access to unredacted personnel records of DAJD employees:
   a. Division Director, Deputy Division Director or Chief
   b. Facility Major or higher authority
   c. Chief of Administration
   d. Internal Investigations Unit (IIU) Captain and Sergeants
   e. Supervisors may only review files of employees under their direct supervision
   f. Human resource personnel
   g. Payroll personnel
   h. Records personnel
   i. Legal counsel for DAJD
3. Any employee may review their own personnel file under the direct supervision of human resource personnel

B. Access to Pre-Employment Records

All background, polygraph and psychological records contained in Personnel Records shall remain secured at all times and shall only be accessible by the following:

1. Division Director, Deputy Division Director or Chief
2. Facility Major or higher authority
3. Chief of Administration
4. IIU Captain and Sergeants
5. Human resources personnel

C. Medical Records

All medical files and related documents contained in Personnel Records shall remain secured at all times and shall only be accessible by the following:

1. Director
2. Human Resource Manager (or as designated)
3. Senior Human Resources Analyst (or other Human Resources Staff as designated)

D. Review of Records by employees

1. An employee who would like to review or challenge the accuracy or completeness of any part of their personnel record, may do so following these procedures:
   a. The employee may review their record in the presence of human resource staff.
   b. If an employee believes their record is inaccurate or incomplete, the employee must write a letter to the Human Resource Manager identifying the information which they believe is inaccurate or incomplete and ask for modifications as appropriate.
   c. The Human Resource Manager in consultation with the appropriate Division Director will determine if the record contains mistakes or inaccuracies. If the record is determined to be inaccurate, the Human Resource Manager or designated Human Resource staff will remove or correct the information contained in the record.

E. Falsification or Destruction of Records

1. Employees shall not falsify, destroy, alter, or remove any report or record of the department. Any staff member having knowledge of such behavior is required to report it to their supervisor immediately.
2. Personnel records will be destroyed in accordance with RCW 40.14.070.

F. Release of Employee Information

1. Personnel records are considered public records. Personnel records will be disclosed to requesting parties unless exempt from disclosure under the law or pursuant to a court order. DAJD will inform the employee prior to releasing their personal or employment information.